

**Library Services & Technology Act**

**FY 1999-2000 - APPLICATION FORM**

Funds for Fall 1999 MINI or REGULAR Grants must be expended by Sept 30, 2000

Organization/Institution: Logan Library

Mailing Address: Logan Library  
255 North Main  
Logan, Utah 84321-3914

Project Title: The Road to TAOS

Organization Director:

Phone: 1-435-750-9860  
FAX: 1-435-753-5026  
E-Mail: rjenkins@inter.state.lib.ut.us

Project Director's Name: (Same) \_\_\_\_\_  
(If different from the Organization Director)

**Check Applicable Grant Category**

**For Public Libraries Only**

Basic  
Technology Automation Grant \_\_\_\_\_

Enhanced  
Integrated  
System Planning Grant \_\_\_\_\_

Technology  
Grant   X   \_\_\_\_\_

Enhanced  
Internet  
Connectivity Planning Grant \_\_\_\_\_

Technology  
Grant \_\_\_\_\_

**For All Libraries**

Community  
Electronic  
Network Planning Grant \_\_\_\_\_

Technology  
Grant \_\_\_\_\_

Partnerships &  
Cooperative  
Projects Planning Grant \_\_\_\_\_

Implementation  
Grant \_\_\_\_\_

Improved Access  
to Library  
Services Planning Grant \_\_\_\_\_

Technology  
Grant \_\_\_\_\_

Customized Service  
Grant \_\_\_\_\_

### Check Funding Category

<u>          </u> Mini-Grant (to \$7,500)	<u>          </u> No Match required
<u>  X  </u> Regular (\$7,501-\$74,999)	<u>  X  </u> Match (25%)
<u>          </u> Major (\$75,000 and up)	<u>          </u> Match (35%)

#### AMOUNT REQUESTED FOR THE TOTAL PROJECT:

Federal LSTA:	<u>     \$74,005     </u>
Match (if required)	<u> \$24,669 </u> <u> 25% </u>
Total	<u> \$98,674 </u>

Mini and Regular grant applications (12 copies for Mini-grants / 25 copies for Regular Grants) must be postmarked by Wednesday, October 20, 1999 or received by 5:00 p.m. Friday, October 22, 1999, at the Utah State Library Division, 250 North 1950 West, Suite A, Salt Lake City, UT 84116-7901

Major Grant Pre-proposals (separate form) are due Friday, October 22, 1999, and 25 copies of the Major Grant applications are due Friday, February 4, 2000. Mail to 250 North 1950 West, Suite A, Salt Lake City, UT 84116-7901). FAXED applications will not be accepted. Return applications and direct questions to: Jane E. Smith, Grants Coordinator (1-801-715-6742) or email: jsmith@.state.lib.ut.us or 1-800-662-9150.

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### I. SUMMARY

PROJECT TITLE: The Road to TAOS

PROJECT DATES: March 1, 2000 to September 30, 2000

#### Summary of Project:

The Logan Library has been using the DRA/Inlex DOS based library management system since 1983 to provide its automated circulation, cataloging, public catalog systems. The Library will be migrating from the DOS system to the DRA NT based TAOS library management system. This migration will allow the integration of the TAOS system with other existing library databases and products. This migration will allow expanded integration with external databases, public libraries, and other private and public institutions. This migration will provide enhanced interactive access for the general public.

## II. PROJECT DESCRIPTION

### A. NEEDS STATEMENT

The Logan Library supports the following role statements as identified by the American Library Association:

Role #1 Popular Materials library. The library board defines this role as including materials in all formats. The library provides a wide variety of print and non-print materials. The library has provided electronic resources since 1983. It is necessary for the library to upgrade its electronic capabilities to an NT environment in order to continue to provide high quality popular electronic resources to the public.

Role #2 Reference Library. The library provides reference resources in all formats for public use. The library developed its internet home page with the intent of providing electronic access to its reference resources. The library needs to upgrade its electronic capabilities in order to integrate existing library resources and to prepare for expanded electronic databases in a variety of formats that include interactive integrated search capabilities for both library staff and the general public.

Role #3 Formal Education Support Center. The library serves as a major provider of information to the local school community. The library needs to enhance its ability to provide educational support resources to the student in the home as well as the school institution as a whole.

The Logan Library implemented the DRA/Inlex library management system in 1983. The system has provided excellent service and capabilities to the library for many years. In order for the library to take advantage of new technologies, and available telecommunications resources, the library needs to migrate from the DOS based system to the new DRA NT based TAOS library management product.

The Logan Library has been using the Hewlett Packard 3000 Model 937 CPU for nine years. The system has been scheduled for replacement since 1998 but was delayed in preparation for the new TAOS software product. The library will need to replace the HP 3000 with an NT server. The library will need to upgrade existing personal computers to the NT operating system. The library will need to replace some existing personal computers to meet the requirements of the TAOS system. The library will need to replace the HP dumb terminals that have been in use by the public since 1983 with personal computers. The library will need to upgrade or replace some existing peripheral computer equipment.

The impact of the proposed change to TAOS will affect everyone who uses the Logan Library. The change will provide enhanced access and searching capabilities to the library's catalog, CD-ROM products, online databases and internet services. The proposed change will also impact other public libraries, school media centers and academic institutions by allowing enhanced search and communication capabilities.

The Library is applying for LSTA funds to support this project rather than using Public Library Development monies for the following reasons. The Library Development monies available would not be sufficient for this project. The Library has traditionally allocated Library Development monies for collection development rather than technology with the intent of strengthening the library's print and non-print circulation collections. The need for circulation resources to the public has not declined and the Library must maintain adequate circulation collection resources at the same times as it develops and upgrades its electronic resources.

## **B. PROJECT GOALS AND OBJECTIVES:**

Goal #1 Migration of the library's automated library management system from a DOS based system to an NT based system.

- A. Acquisition and installation of the DRA TAOS library management system.
- B. Library staff training for implementation of the NT based TAOS system.

Goal #2 Upgrading of and/or conversion of computer hardware to support NT based software.

- A. Replacement of the existing HP3000 hardware system with an NT server.
- B. Replacement of older personal computers with NT based personal computers.
- C. Upgrading existing useable personal computers to the NT operating system.
- D. Replacement of public dumb terminals with NT based personal computers.
- E. Replace printer as required.
- F. Wire network for public access personal computers.

## **C. PROGRAM/METHODS STATEMENT**

Goal #1 Objective #1

Acquisition and installation of the DRA TAOS library management system.

The Logan Library will purchase the new DRA (Data Research Associates) TAOS product for installation in the library. Installation of the software is done by DRA in coordination with library staff and City Information Systems Department staff. Migration of the databases will be done by DRA. Contractual agreements will be prepared and approved through the established City of Logan contract approval process. The projected project time is 180 days. This schedule includes all aspects of the installation and database migration process as well as staff training time and a sixty (60) day "live" monitoring and evaluation process. See Appendix A for specifications and projected installation and migration costs.

Goal #1 Objective #2

Library staff training for implementation of the NT based TAOS system.

DRA will provide formal training to the Library staff as a part of the contractual agreements for the implementation and use of the TAOS product. The projected training time will take approximately five days. The library staff will have "hands on" opportunity for approximately 30 days prior to going "live" with the public. See Appendix A for training specifications and costs.

Goal #2 Objective #1

Replacement of the existing HP3000 hardware system with an NT server.

The library will purchase the replacement NT server following the City of Logan purchasing policy. Minimum specifications have been identified and verified for

TAOS requirements by DRA. See Appendix A for minimum specifications and estimated costs.

Goal #2 Objective #2

Replacement of older personal computers with NT based personal computers.

The library will purchase four (4) personal computers with NT based personal computers following the City of Logan purchasing policy. Minimum specifications have been identified and approved by the Information Systems department of the City. Set up and installation of personal computers will be done by the Information Systems department of the City. See Appendix A for the minimum specifications for personal computers.

Goal #2 Objective #3

Upgrading existing useable personal computers to the NT operating system.

The Library will purchase NT operating system upgrades for fifteen (15) existing Windows 95 based personal computers that already meet the minimum standards required for the TAOS project. City of Logan purchasing policy will be followed. Set up and installation of personal computers will be done by the Information Systems department of the City.

Goal #2 Objective #3

Replacement of public dumb terminals with NT based personal computers.

The Library will purchase eight (8) NT based personal computers to replace the existing HP dumb terminals currently in use by the public. Minimum specifications have been identified and approved by the Information Systems department of the City. City of Logan purchasing policy will be followed. Set up and installation of personal computers will be done by the Information Systems department of the City.

Goal #2 Objective #4

Replace printer as required.

The Library will purchase one (1) printer. All other existing printers meet the minimum requirements for the TAOS project. Set up and installation of this equipment will be completed by the Information Systems Department of the City.

Goal #2 Objective #5

Wire network for public access personal computers.

The library will purchase CAT 5 UTP Plenum wire for connecting the eight (8) public access personal computers to the network. The network as currently established meets the requirements of the migration to TAOS. It will only be necessary to run wiring from existing hubs on the network to the new public personal computers. The wiring will be installed by the Information Systems Department of the City.

#### D. PROJECT TIMETABLE

The projected implementation date for this project will be March 1, 2000. It is expected that the entire process will take 180 days. The last 60 days consist of live operation with close monitoring and evaluation.

Time line for "Road to TAOS"

ITEM	TASK NAME	DURATION	RESPONSIBLE
1	Contract signed	1 day	Library
2	Coordination meeting with DRA	1 day	DRA
3	Test Data provided to DRA	10 days	Library
4	Pre-installation visit	2 days	DRA
5	Bill pre-installation visit	1 day	DRA
6	Indexing worksheet returned	5 days	Library
7	Complete forms	20 days	Library
8	Complete locations/policies	30 days	Library
9	Populate DNS tables	45 days	Library
10	Order hardware	40 days	Library
11	Discuss database specifications	5 days	DRA
12	Complete calendar & employees	20 days	Library
13	Conversion programming and testing	60 days	Library
14	Key policies	5 days	DRA
15	Configure TAOS server	10 days	IS
16	Server setup, ops training	3 days	IS
17	Bill Server setup, ops training	1 day	DRA
18	Bill DRA applications software	1 day	DRA
19	Install Clients/Prepare for Applications training	5 days	Library
20	Training Web2 and Macros	2 days	Training
21	Client Training	2 days	Training
22	Bill Web2 training	1 day	DRA
23	Bill Client Training	1 day	DRA
24	Web 2 customization	20 days	Library
25	Load Database	10 days	DRA
26	Go live with TAOS with the public	1 day	Library
27	Confirm data migration	20 days	Library
28	Additional client training(Reporter)	1 day	Training
29	Graduation	60 days	DRA/Library

#### E. Evaluation Statement

The project is evaluated step-by-step as it progresses through the time line. Each major step must be completed and approved before the next step is started. "Graduation" is the final step in the time line. This is the sixty (60) day period during which the TAOS product is on line and is being closely monitored by the Library and by DRA to identify and respond to any concerns or problems. Following the sixty day "graduation" period then the library will begin using the regular customer services of DRA.

#### F. COMMUNITY SUPPORT STATEMENT

The Library has been preparing for and planning the migration to TAOS since 1997. The library staff has been involved in the planning and preparations for

this migration from the beginning. Staff training has already occurred regarding the internet, html programming, windows environments, electronic communications and personal computers. The Library Board has been informed of and very supportive of the proposed migration to TAOS. They recognize the importance of this change for the future development and growth of the library. The City administration has also been aware of the planning involved in preparing for the migration to TAOS. They are very supportive of the direction the Library is taking with its automation program. See Appendix B for letters of support.

#### G. FUTURE FUNDING STATEMENT

The Library budget provides for the on going maintenance and growth of its automated services. The Library follows fully the City of Logan established and approved formulas and budget processes for developing and maintaining electronic resources. The existing budget contains funding for the maintenance of existing electronic resources. The projected maintenance and operation of the TAOS project will not exceed the funding levels currently available in the Library's budget for this purpose.

#### III. PROPOSED PROJECT BUDGET

Please provide information where applicable and divide your proposed budget into the following categories. Be specific and be certain of items for expenditure of funds. (Revisions are possible and require submitting formal paperwork and State Library Division approval. If a revision is necessary, remember that your application for LSTA funds was successful because of the needs identified in this application and proposed budget. Revisions require an indication of why the change is desired, why other funds can't be used, and specific revised amounts.)

Category	LSTA Funds	Local Funds	Other*	Total Funds
<b>A. Personnel</b>				
Expenses:				
Salaries and Wages	_____	_____	_____	_____
Employee Benefits	_____	_____	_____	_____
SUBTOTAL	_____	_____	_____	0
<b>B. Operating</b>				
Expenses:				
Travel	_____	_____	_____	_____
Training	_____	_____	_____	_____
Materials/Supplies	200	_____	_____	200
Contracted	20,400	_____	_____	20,400
Services	_____	_____	_____	_____
Other	_____	_____	_____	_____
SUBTOTAL	_____	_____	_____	20,600
<b>C. Equipment &amp; Capital Outlay</b>				
Expenses:				
Computer Hardware	16,943	24,669	_____	41,612
Computer Software	36,462	_____	_____	36,462

Other				
SUBTOTAL	<u>53,405</u>	<u>24,669</u>	<u>          </u>	<u>78,074</u>
D. Other, Specify below				
SUBTOTAL	<u>          </u>	<u>          </u>	<u>          </u>	<u>0</u>
E. Percentage of Matching funds:		<u>25%</u>	<u>          </u>	<u>25%</u>
SUBTOTAL		<u>24,699</u>	<u>          </u>	<u>24,669</u>
TOTALS	<u>74,005</u>	<u>24,669</u>	<u>          </u>	<u>98,674</u>

\*Source of funds in this category include donations, Friends fund raising, private sector grants. Do not include "in kind" donations. (See Handbook for general information and guidelines.)

#### IV. DETAILS: PROPOSED PROJECT BUDGET DESCRIPTION

##### A. PERSONNEL EXPENSES:

There are no personnel costs associated with this project.

##### B. OPERATING EXPENSES:

DRA Services Package: \$20,400

The DRA Services Package includes pre-installation fees, installation fees, customer services, and training costs for the project. See Appendix A for details concerning the DRA Services Package.

CAT 5 UTP Plenum Wire: \$200

TOTAL OPERATING EXPENSES: \$20,600

##### EQUIPMENT/CAPITAL OUTLAY:

TAOS Windows NT server package: \$17,612

TAOS software: \$34,962

Personal computers \$24,200

NT Software upgrades \$ 1,500

TOTAL EQUIPMENT/CAPITAL OUTLAY: \$78,274

See Appendix A for specifications for hardware and software.

##### OTHER EXPENSES: (Please specify)

There are no additional expenses associated with this project.



## V. SIGNATURES

The organization/library accepting the fiscal and administrative responsibility for this LSTA grant project should sign first. Please add additional signature lines for the other directors, board chairs, local government or institutional representatives involved in the project.

We hereby certify that all matching funds shown in this application are available for use in this project.

## APPENDIX A

Minimum specifications and estimated costs for TAOS hardware and software and training:

### HARDWARE:

DRA TAOS Windows NT Server Package		\$17,612
1	US Robotics 56K ITU V.90 External D/F Modem	
1	Microsoft NT Server V4.0 CD WNT 5U AE Service Pak	
1	Belkin Patch Cable 3FT 4PR RJ45 Blue Level 5	
1	Belkin Patch Cable 10 FT 4PR RJ45 Blue Level 5	
1	Microsoft Serevices for UNIX V1.0 WNT	
1	APC Back-UPS Pro 650	
1	HP SureStore DAT 24I Internal Tape Drive	
1	HP Mouse W/MINI-DIN INT VECTRA	
1	DRA Install/Setup Training of Client Workstations	
1	HP Color Monitor 52 15IN 13.8 VIS	
1	HP Keyboard for HP NetServer	
1	HP HP NetServer LH3 6/400 128 MB NOHD	
1	HP NETServer 6/400 512 KB Processor Upgrade	
1	HP 128MB 100MHZ ECC SCRAM DIMM Add-on Memory	
1	HP 256MB 100MHZ ECC SDRAM DIMM Add-on Memory	
3	HP 9.1GB U2SCSI HD 3.5LP 7200RPM	
1	Belkin Cable 10 FT IBM Parallel DB25/Centronics	
1	Belkin Serial Adapter Cable DB9F/DB25M	
1	Compaq LA400 Serial/Parallel Dot Matrix Printer	
1	DRA Server Setup	
1	C&A Fee Server 4-6 Item Install charge	
1	C&A Fee SW Application	
HARDWARE - PERSONAL COMPUTERS - MIMUMUM SPECIFICATIONS		\$24,000
Processor	Intel Pentium III processor 450 MHz w/512K Cache	
Memory	128 MB 100 MHZ SDRAM expandable to 384 MB	
Monitor	EV700 15" color monitor	
Case	Mid Tower case	
Keyboard	104+ keyboard	
Mouse	PS/2 Mouse	
Operating System	NT	
Hard Drive	10GB 5400RPM Ultra ATA hard drive	
Floppy	3.5" 1.44 MB diskette drive	
CD-ROM	17X min./40X max. CD-ROM drive	
Video	8MB AGP Graphics Accelerator	
Network Adapter	PCI 10/100 Ethernet Adapter	
Anti-Virus Software	Norton Anti-Virus Software	
Application Software	Microsoft Office 2000 Small Business	
Service	3 Years Parts & Labor Limited Warranty	
Program	1 Year On-Site Service, Limited Hardware	

DRA SERVICES INCLUDING TRAINING:	\$20,400	
DRA TAOS Services Package	\$16,000	
1 DRA Circulation Training		
1 DRA Basic Operator Training		
2 DRA Pre-Installation Consulting Service		
1 DRA Installation of Applications Software		
1 DRA Technical Services Training		
1 DRA Web 2 Training		
1 DRA Custom Services	\$2,400	
1 UDMS Safari GUI Report Writer Training		\$2,000

SOFT WARE for TAOS \$34,962

1	ODI OODBMS Software 30 Users, Current Customer	\$11,500
1	Iona Orbix Server License	\$5,000
1	DRA Transfer of DRA Software License	\$500
1	DRA System Operator Manual	\$90
1	Iona Orbix Administrators Guide	\$22
30	Iona Orbix Runtime License	\$300
1	DRA Cataloging software License for 30 Users	\$0
1	DRA Circulation Software License for 30 Users	\$0
1	DRA Public Access Software License for 30 Users	\$0
1	DRA Z39.50 Clinet/Server Software Lic./30 Users	\$0
1	UDMS Report Writer Info Tools Suite for 30 Users	\$16,800
1	UDMS Windows NT Documentation	\$200
1	DRA Staff Training/Software Testing Files	\$0
1	DRA Offline Circulation Backup Software License	\$0

**APPENDIX B**

LETTERS OF SUPPORT (Attached)